Enrollment process for Graduate, Research, and Teaching Assistants

Eligible job codes include 9181, 9182, 9183, 9184, 9185, and 9550

Please note: student must maintain appointment for the full semester to receive insurance subsidy. Subsidies are sent in Fall semester and Spring semester. If your appointment ends in December, USF will not pay for Spring 2016 medical coverage.

Student visits the website www.gallagherstudent.com/usf
1. Student will either: create an account, for new enrollees or log into their existing account, for re-enrollees; this can be done by selecting the “Student Enroll” button on the left. After creating an account, student must click “Student Enroll” again to begin the enrollment process.

2. Student is prompted to the page below and selects “No” to the first question regarding department programs, “Yes” to the second question about USF paying a portion, and “Yes” to confirm your GA/TA/RA employment.
3. Using the information on their Offer Letter, student will need job code and 15-16 employment period (Annual or Fall only). Student selects the appropriate job code then inputs personal and demographic information. If student has two appointments choose either of the two job codes.

**Enter the first name and family/last name as listed on your social security card. If you do not yet have a social security number, please contact USF student insurance office for help with enrollment.**

4. Fill in the requested information and click “continue”, the student information summary will reflect selections of Annual or Fall option. The GAU and USF negotiated increased health insurance subsidies for eligible GA, TA, and RA working at .25 FTE (10 hours per week) and above; no employee contribution is required for the student's health insurance policy if the GA/TA/RA appointment is maintained for the full semester.
5. Review your information, and select “Finalize Your Submission”

6. International Students: Please remember to send the Confirmation number to ensure the insurance charge is removed from your Oasis account. This can be emailed to our office; insurance@shs.usf.edu. Include your name and U#.

7. Insurance card will be mailed to student. Temporary cards may be printed after a week by logging in to your account on www.gallagherstudent.com/usf.

If you have concerns regarding the enrollment process, please contact Gallagher Koster at (877) 539-3492 or Student Health Services Insurance Office at (813) 974-5407. Thank you for your enrollment.